



## Recruitment of Executives at E1 level

Oil and Natural Gas Corporation Limited (ONGC), a "Maharatna" Public Sector Enterprise, and India's flagship energy major is engaged in Exploration and Production of Oil and Gas in India and abroad. A global player in energy, it contributes about 70% of India's domestic Oil and Gas production. Currently, ONGC through its subsidiary ONGC Videsh is India's largest Transnational Corporate with overseas investment of over 10 billion USD in 20 countries.

ONGC offers one of the best compensation packages in cost to company (CTC) terms in the country with opportunity of merit-oriented advancement in a professionally managed organisation focused on growth.

ONGC is looking for promising, energetic and young aspirants with bright academic records to join the organization as Class 1 executive (at E1 level) in Medical, Security, Finance, Environment and Fire Services Disciplines. The selected candidates may be posted anywhere in India or abroad depending upon the requirements of the organization.

### 1. Pay scales, Emoluments & Other Financial Benefits

S.N.	Post Level	Basic Pay Scale (₹)	Allowances
1	E1	60,000 - 1,80,000/-	Besides Basic Pay and annual increment @ 3%, the employee is entitled to allowances @ 35% of Basic Pay under Cafeteria Approach, Dearness Allowance, HRA/ Company Accommodation, Non Practicing Allowance (only for Medical discipline), Contributory Provident Fund, Conveyance Maintenance, Leave Encashment, Substantial Performance Related Pay (PRP), Medical Facility for self and dependents, Gratuity, Post Retirement Benefit Scheme and Composite Social Security Scheme etc. as per Company rules.

### 2. NAME OF THE POSTS, ELIGIBILITY CRITERIA AND VACANCY

S.N.	Post	Essential Qualification	Minimum Experience	Nos. of Vacancies					Total	Identified Suitable	PwD Reservation			
				UR	OBC	SC	ST	EWS			VH	HH	OH	Total
1	Medical Officer	MBBS (with valid registration with relevant Statutory Council / Body)	Minimum 1 year Post Qualification inline experience	17	12	6	3	4	42	OA, OL	0	0	3	3
2	Security Officer	Post Graduate degree	Minimum 2 years' service with either Armed Forces or Central Police Organization (CPO) or Central Armed Police Forces (CAPF)	11	6	3	2	2	24	OL	0	0	2	2
3	Finance & Accounts Officer	Graduate Degree with ICWA/ CA or MBA with Specialization in Finance with minimum 60 % Marks or PGDM (from IIMs only) with minimum 60% marks		12	10	5	1	3	31	OA, OL, BL, OAL, BLOA, HH	0	3	2	5
4	AEE (Environment)	Engineering Graduate in Environment Engg/ Environment Science with minimum 60% marks OR Graduate in Engineering discipline with minimum 60% marks with M. Tech./ ME in Environment Engineering/ Environment Science		1	0	0	0	0	1		0	0	0	0
5	Fire Officer	Graduate degree in Fire Engineering with minimum 60% marks		6	2	1	0	0	9		0	0	0	0
Total				47	30	15	6	9	107		0	3	7	10*

\* It includes shortfall posts of PwD arising out of the recasting of roster as per DOPT's O.M. No.36012/24/2009-Estt (Res) dated 03.12.2013.

**Abbreviations Used:** PwD= Persons with Disabilities, VH= Visually Handicapped, HH= Hearing Handicapped, OH= Orthopedically Handicapped, OA= One Arm, OL= One Leg, OAL= One Arm & One Leg, BL=Both Legs, BLOA= Both Legs & One Arm, CBT - Computer Based Test, PST - Physical Standard Test, IIM - Indian Institute of Management

#### Note:

- The courses offered by Institutes / Universities through the regular mode should be approved / recognized by the relevant statutory bodies for employment to posts and services under the central Government like Association of Indian Universities (AIU)/ UGC/AICTE etc. Candidates who have obtained their qualification through Distance Learning / part time mode are also eligible to apply provided their qualification is recognized by the relevant statutory bodies for employment to posts and services of the central government.
- Qualifications mentioned in the table above are sacrosanct. No equivalent Qualification will be accepted. PG diploma shall not be acceptable as being equivalent to Post Graduate Degree, unless specifically indicated. Similarly AMIE will not be considered where qualification is Graduate degree in Engineering. This also excludes any equivalent qualification acquired from a foreign university.
- MBBS Qualifications require valid registration with relevant Statutory Council / Body. Nomenclature of qualifications shall be as prescribed by UGC/ Medical Council of India.
- For the post of Medical Officer, the candidates will be required to submit post qualification experience which should commence after acquiring valid registration with relevant Statutory Council / Body.
- Wherever CGPA/ OGPA/ CPI/ DGPA or letter grade in degree is awarded, equivalent % of marks should be indicated in the online application as per norms adopted by concerned University/ Institute. Please also obtain a certificate to this effect from the University/ Institute, which shall be required to be submitted at the time of interview. If university/Institute does not have the provision for conversion CGPA/ OGPA/ CPI/ DGPA or letter grade into percentage then minimum 6 on 10 point scale will be considered as 60%.
- Students in final year/semester of the qualifying course of study are also eligible to apply. However, if such candidates are shortlisted for interview and they do not possess qualifying degree with minimum prescribed percentage, wherever applicable, of marks at the time of interview, their candidature will be treated as provisional subject to submission of documentary proof of having completed all requirements of completing the qualifying degree with minimum prescribed percentage of marks, wherever applicable, by 31.07.2019. If they fail to submit the document by 31.07.2019 their candidature will be summarily rejected and no communication/consideration will be entertained in this regard.
- Where the posts specified in this advertisement are not reserved for any category (ies), a reserved category candidate can also apply provided she/ he fulfills the criteria specified for Unreserved Category. She/ He shall be treated at par with unreserved category candidates in selection process.
- The following organizations are defined as Central Police Organization (CPO) / Central Armed Police Forces (CAPF) for the purpose of this recruitment :
  - Intelligence Bureau, Central Bureau of Investigation, Bureau of Police Research & Development (BPRD), National Crime Records Bureau, National Investigation Agency, Sardar Vallabh bhai Patel National Police Academy, Hyderabad; North Eastern Police Academy, Shillong; National Institute of Criminology & Forensic Sciences (NICFS) and National Disaster Response Force (NDRF).

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- Central Armed Police Forces of the Union namely Assam Rifles (AR), Border Security Forces (BSF), Central Industrial Security Force (CISF), Central Reserve Police Force (CRPF), Indo Tibetan Border Police (ITBP), National Security Guard (NSG) and Sashastra Seema Bal (SSB).

i. State Police / State Armed Forces shall not be covered under the term Central Police Organization.

### 3. Physical Standard Test :

Required Physical Standard for Security Discipline is as given below:

Standard	Rest of India (cms)		Assam(cms)	
	Tribes / Hillman	Others	Tribes / Hillman	Others
<b>For Male :</b>				
Min. Height	163	168	160	163
Min. Chest	81		79	
Note: Minimum expansion of chest by 5 cms.				
<b>For Female :</b>				
Min. Height	147	152	147	152
Note : Weight of Female candidate should be proportionate to height but not less than 46 Kg.				

### 4. Age Limit (with age relaxation)

The age limit will be reckoned on the last date of registration / online application.

Category	Max. Age (Years)
Unreserved	30
OBC ( Non Creamy Layer)	33
SC/ST	35
PwD	40 (Further relaxed by 3 years for OBC and 5 years for SC/ST)
Ex-Servicemen (ECO / SSCO)	35
Departmental Candidate	<b>Relaxation in Age will be granted to the extent of service rendered in ONGC.</b>
	<ul style="list-style-type: none"> <li>➤ For the <b>Security discipline</b>, Relaxation in Age will be granted to the extent of service rendered in ONGC subject to the condition that they should have minimum required 02 years' service with either Armed Forces or Central Police Organization as mentioned in para 2 (h)</li> <li>➤ For the <b>Medical discipline</b>, relaxation in age will be granted for the period of service rendered in ONGC.</li> </ul>

#### Note:

- Candidates seeking reservation as SC/ST/OBC, will have to submit at the time of interview, caste certificate, only in the prescribed proforma meant for appointment to posts under the Government of India from the designated authority indicating clearly the candidate's caste, the Act/Order under which the caste is recognized as SC/ST/OBC and the Village/Town the candidates is ordinarily resident of.
- Prescribed format of the caste certificate for SC/ST/OBC & disability certificate for PwD for employment in government undertaking is down-loadable from the online application site.
- Candidates seeking reservation under EWS will have to submit an Income and Asset Certificate issued by a competent authority. The crucial date for submitting income and asset certificate by the candidate will be treated as the closing date for receipt of application for the post. The prescribed format and the competent authority have been given in Department of Personal & Training Office Memorandum No. 36039/1/2019 - Estt (Res) dated 31/01/2019.
- OBC candidates must ensure that they possess the latest Non-Creamy layer certificate issued by Government of India authority from time to time. A certificate containing any variation in the caste name will not be accepted.
- No change in the category, already indicated by a candidate in his/her online application form, will ordinarily be allowed.

### 5. SELECTION PROCESS:

- The candidates will be shortlisted based on performance in the CBT in the ratio of 1:5 against the number of vacancy. The shortlisted candidates will be called for interview.
- The final selection of the candidate will be on the basis of following parameters - Educational Qualification; Performance in the Computer Based Test (CBT) and Performance in the Personal Interview. Following weightages shall be assigned to the parameters:

Parameters	Marks
CBT	60
Qualification	25 (20 marks for essential qualification and upto 5 marks for the additional in line higher qualification)
Interview	15
<b>Total</b>	<b>100</b>

- 05 marks for in - line higher qualification will be provided in the following manner for all the five disciplines :

Posts	In line Higher Qualification & Breakup of Marks
Medical Officer	MD/MS/DNB -03 marks, DM/MCH/Ph.D./DNB (Super Specialty) - 05 Marks
Security Officer	Ph.D. - 05 marks
Finance & Accounts Officer	Ph.D. - 05 marks
AEE (Environment)	Ph.D. - 05 marks
Fire Officer	Ph.D. - 05 marks

- In order to be selected, candidates are required to qualify in the CBT and thereafter again in the personal interview separately in addition to fulfilling qualification criteria. To qualify in the Interview, General and OBC candidates are required to score minimum 60% marks i.e. 09 marks out of 15 & SC/ST/PwD candidates are required to score a minimum of 40% marks i.e. 06 marks out of 15 marks in Interview.
- For the Post of Security Officer, the candidates have to qualify the Physical Standard Test (PST) in addition to CBT for appearing in the personal interview. Only those candidates, who qualify in the PST, will be allowed to appear for personal Interview.

### 6. Finalization of Merit List

- Candidates who qualify in the interview shall be empanelled in the Merit List.
- Offer of appointment shall be issued to the candidates based on their relative rank in the Merit List prepared on the weighted sum total of marks scored by the candidate in Qualification, CBT and interview.
- In case of a tie in the total marks scored between two candidates, candidate who gets more marks in performance (Weightage of CBT Score) is considered senior and if equal marks are scored in performance, then, the one older in age is considered senior for release of name.
- Departmental candidates shall be given first consideration in matters of selection, while other things such as qualification, eligibility and selection criteria etc. remain the same.

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e. Appointment of selected candidates will be **subject to their passing the company's Medical Examination** as per standards laid down under ONGC Medical Examination of Employees Rules, 1996. Details of the rules are available on ONGC's Website at [www.ongcindia.com](http://www.ongcindia.com).

## 7. Format of Computer Based Test (CBT)

a. The format of the Computer Based Test will be as follows :

Part	Subject	Number of Questions
I	Concerned Domain. However, Security discipline paper will have security related questions	80
II	General Awareness	40
III	Aptitude Test (Comprising of Reading Comprehension, Verbal / Non - Verbal Reasoning, Numerical Ability/ Quantitative Aptitude, Data interpretation etc.)	30
<b>Total</b>		<b>150</b>

b. The test paper shall consist of Multiple Choice Questions and shall be of 3 hours duration. However, PwD candidates who have limitation to write the exam and avail the facility of Scribe / Reader shall be given compensatory time i.e. 20 minutes per hour.

c. There will be No negative marking in the written test.

d. The level of the domain subject will be Graduate / Post Graduate as applicable. However General Awareness paper shall be of Civil Service Standards.

e. The level of Aptitude Test shall be of Combined Admission Test (CAT) of IIMs.

f. The test centres for CBT will be as follows :

S.N.	City	S.N.	City
1	Dehradun	2	Delhi including NCR
3	Guwahati	4	Kolkata
5	Mumbai	6	Chennai
7	Ranchi	8	Ahmedabad
9	Hyderabad	10	Jaipur

Candidates have to choose one city as test centre. No change of test centre will be allowed later. However, ONGC Management reserves the right to change any of the above mentioned test centres at its discretion and also add or reduce the number of test cities /centres.

## 8. How to Apply:

a. Eligible & Interested Candidates need to visit [www.ongcindia.com](http://www.ongcindia.com) to register their application online. The registration site shall remain open from **29.05.2019** to **18.06.2019**. No other mode, repeat no other mode, of application shall be accepted.

b. If there is no post for reserved category, candidates belonging to reserved category can still apply for unreserved posts. However age relaxation will not be extended to them.

c. Before registering/submitting their online applications on the website the candidates should keep the following ready:

i. Application ID

ii. Challan form downloaded and duly filled with the applicable fee deposited and acknowledged by the concerned bank

iii. Mobile number & E-mail ID in which the OTP will be sent for completing the registration process.

iv. Scanned copy of recent passport size color photograph of the candidate with white background (size between 20 - 50 KB in only JPEG / JPG Format) and signature of the candidate again with the white background (size between 10 - 20 KB in only JPEG / JPG Format)

v. Qualification Certificates

vi. Experience certificates

vii. Caste / PwD certificate to fill details regarding community, state & district, if belonging to SC/ST/OBC / PwD category.

d. All correspondence with the registered candidates shall be done through their registered e-mail and mobile only. The candidates are required to keep the registered e-mail and mobile active at least for one year.

e. No changes shall be allowed once the candidate has submitted his/her online application.

f. Registration Charges : The registration charges for different category of candidates is as under :

SN	Category	Registration Charges (Rs.)
1	GEN/OBC	370*
2	SC/ST/PwD/Ex-serviceman	No charges

\*The Registration charges include Bank charges of Rs. 60 and applicable tax of Rs. 10.80.

➤ Registration fee is non-refundable.

➤ Registration Fee can be deposited at any branch of State Bank of India through challan in the name of **ONGC Power Jyoti A/C No.30827318409** of SBI, Tel Bhavan, Dehradun.

➤ Applicants can download the Bank challan Form from [www.ongcindia.com](http://www.ongcindia.com).

➤ Departmental candidates from ONGC would also be required to deposit the applicable registration fee through the challan form. However, same would be reimbursable.

➤ Candidate should keep his/her original copy of challan form so that the same can be verified by ONGC at later stage.

g. Candidates are advised to submit only one application. In case of multiple applications from a candidate the latest one shall be considered as final and older applications shall be rejected.

h. All information regarding examination, PST, interviews, uploading the scanned certificates etc. shall be available on the website of ONGC- [www.ongcindia.com](http://www.ongcindia.com). Candidates can download examination Admit Card / Call letter from the site. No separate Admit card / Interview Call Letters shall be sent to the candidates by post. ONGC will not be responsible for any loss of e-mail/SMS sent due to invalid or wrong email ID/mobile phone no. or delivery of emails to spam/bulk mail folder.

i. The candidates shortlisted for interview are required to upload the scanned copies of certificates at online application site for downloading the Interview Call Letter.

j. The sole responsibility of providing copies of certificates as and when asked and downloading and printing of Admit Card / Interview call letter shall be that of the candidate.

k. All SC/ST/PwD candidates attending Written Test and Personal Interview and all GEN / OBC candidates attending Personal Interview whose mailing address is out of the Test city will be reimbursed single second class to & fro rail fare (inclusive of sleeper charges / reservation charges if paid) by shortest route or actual fare paid whichever is less.

## 9. Important Dates :

S.N.	Activity	Date & Day
1	Start date of online registration of application	<b>29.05.2019</b>
2	Last date of online registration of application	<b>18.06.2019</b>
3	Offline fee payment	<b>29.05.2019 to 19.06.2019</b>
4	Computer Based Test (tentative)	<b>Last week of July (Exact date &amp; Timing will be given in Admit Card)</b>

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## 10. General Instructions :

- All applicants must fulfill the essential requirements of the post and other conditions stipulated in the advertisement. They are advised to satisfy themselves before applying. No enquiry asking for advice as to eligibility will be entertained.
- Applicants are required to apply online only. No manual/ paper application will be entertained.
- Screening and selection will be based on the details provided by the candidate; hence it is necessary that applicants should furnish only accurate, full and correct information. Furnishing of wrong / false information will be a disqualification and ONGC will **NOT** be responsible for any consequence of furnishing of such wrong/false information.
- Candidature of the registered candidate is liable to be rejected at any stage of recruitment process or after recruitment or joining if any information provided by the candidate is found false or is not found in conformity with eligibility criteria mentioned in the advertisement.
- Requests for change of mailing address/ category / discipline as declared in the online application, **will not be entertained**.
- Candidates should retain the copy of their ONGC Registration Slip, Challan, Admit Card and Interview Call letter for future reference. Print out of the same should not be tampered with. No documents including copy of Registration slip etc are to be sent to ONGC unless specifically asked for.
- Candidates in employment of **Public Sector undertaking/ Govt. service** will be required to produce **No Objection Certificate (NOC)** at the time of interview.
- ONGC departmental candidates must ensure filling their own CPF Number of ONGC in the appropriate field in the online form, failing which they shall not, repeat **SHALL NOT**, be screened/ considered as departmental candidates from ONGC.
- If more than one application is received from a candidate, **most recent** (current) application will be considered as final.
- Disputes, if any, are subject to Delhi Jurisdiction only.
- Mere issue of unique ID for online application/ interview call letter to the candidate will not imply that his/her candidature has been finally cleared by ONGC. ONGC takes up verification of eligibility conditions with reference to original documents only after the candidate has been called for Interview.
- Appointment of selected candidates will be subject to their passing the Company's Medical Examination as per standards laid down under ONGC's Medical Examination of Employees Rules, 1996. Details of the rules are available on ONGC's website. However for the benefit of the candidates, a few salient points are being mentioned below

S.N.	Medical Condition	Remarks
1	Complete or partial colour blindness	Acceptable only for the Posts of Finance & Accounts Officer. <b>Not Acceptable for all others.</b>
2	The total amount of Myopia (including the cylinder) shall not exceed <b>-4.00 D</b> and total amount of Hypermetropia (including the cylinder) shall not exceed <b>+4.00 D</b>	Acceptable for all advertised posts.
3	For Candidates of more than 20 years of age, the Total amount of Myopia limited to <b>-6.00 D</b> and Total amount of Hypermetropia limited to <b>+ 6.00 D</b> (provided there are no degenerative changes in the vitreous or retina and where the disease is not likely to progress)	Acceptable only for the Posts Medical Officer, Security Officer, Finance & Accounts Officer and Fire Officer Posts. <b>Not Acceptable for AEE (Environment)</b>
4	Congenital Night blindness	Not acceptable
Correction with contact lenses and intraocular implants is not a bar for employment provided the prescribed standards are fulfilled		

- The selected candidates are liable to be posted anywhere in India or abroad.
- For more information about the Company you may visit our website **www.ongcindia.com**.
- Candidates not found to be meeting the prescribed eligibility criteria shall be **rejected** at any stage of the selection process. Any candidate submitting **false/incorrect** information shall be **rejected** during any stage of selection process.
- Candidates can go through the "**Frequently Asked Questions (FAQs)**" in **www.ongcindia.com**.
- Canvassing in any form or influencing the officials related to the selection / recruitment process would result in immediate disqualification of the candidate. In case of any dispute, the decision of the management of ONGC will be final and binding on all candidates.
- Candidates are also advised not to respond to unscrupulous advertisements appearing in any newspaper. For authenticity of any communication/ advertisement in this regard, the candidate may check on ONGC's website **www.ongcindia.com**.
- It may be noted that ONGC does not seek payments of any kind other than registration fee.

Deputy General Manager (HR) - Incharge Corporate Recruitment  
ONGC, Tel Bhavan, Dehradun

"ONGC is not responsible for printing errors, if any"